

**Responses to questions received regarding the City of Burlington's
RFP: Development and Construction Permitting Review**

Question: Does the City have a budget for this project? If so, can it be shared?

Response: The City does not have a firm budget in place for this project. Our goal is to identify a consultant(s) who can provide the highest value for our investment, and we encourage proposals that accurately and appropriately allow the consultant(s) to successfully achieve the identified goals.

Question: Does the City require that Deliverables 1-3 be completed prior to the solar permitting process deliverable, which has a due date of March 17, 2016?

Response: No. As captured under the Deadlines & Expectations for Project Deliverables section: "the City would like to have the full scope of the work included in this proposal complete and delivered by mid-summer 2016".

Question: When does the City plan to make an award? How soon after contract award does the City desire that the first public forums and interviews occur?

Response: Our desire is to make an award and have work begin in January 2016. It is expected public forums and interviews would begin in February.

Question: Will all three public forums need to occur prior to completion of Deliverable 3, Solar Permitting?

Response: At least one public forum is preferred prior to completion of the Solar Permitting Deliverable (item 4), but we are open to proposals that make the most efficient use of consultant and staff time.

Question: When did the City implement CSDC's Amanda system? What version is in use?

Response: As captured under the **Technology** section, "Burlington has used the CSDC Amanda regulatory case management solution since 2003 for construction related permit applications. The version in use is 5.4.4.31a."

Question: Can clarification be provided regarding what is expected of the consultant related to marketing and community outreach for the public forums?

Response: We ask that each consultant submitting a proposal provide their recommended plan for ensuring that there is robust and informative community involvement in the public forums and the reform process based upon their previous experience and best practices.

Question: In our experience, projects of this scope are typically completed with the assistance of multiple consultants with different areas of focus. With this in mind, will the City accept proposals for specific portions of the project scope (e.g., item 4, items 1-3)?

Response: The **Submission Requirements** section identifies which portions of the project may be separated into different proposals. Proposals may be presented on behalf of multiple firms partnering to deliver the work. All proposals must address the subset(s) of work identified, whether the work will be completed by an individual firm or multiple firms in partnership.